



Call for Proposals

Host of Asia Pacific Roundtable for Cleaner Production's Third Regional Conference

1. Introduction

In November 1997, the first Asia Pacific Roundtable for Cleaner Production conference was held in Bangkok, Thailand. This inaugural conference, supported by the Asian Development Bank and other international organizations¹, brought together public and private leaders from over 25 nations to share information and techniques on promoting cleaner production policies and practices.

To ensure ongoing regional information sharing and networking, participants of the first regional conference agreed that a sustained effort of various programs and activities were needed. In 1998, the informal network resulting from the landmark Bangkok conference evolved into a new organization -- the Asia Pacific Roundtable for Cleaner Production (APRCP).

APRCP's mission is to provide leadership and support to enhance information flow and human resources development and to strengthen public/private partnerships. APRCP seeks to stimulate the promotion and implementation of cleaner production strategies and technologies in the region. APRCP encourages the participation of all individuals and all national, regional and international organizations.

APRCP is currently developing a mix of programs and activities to carry out its mission. There is widespread agreement that one important facet of APRCP's agenda should be to sponsor future regional conferences on cleaner production policies and practices.

The Queensland Cleaner Production Taskforce Association, Inc., in cooperation with other Australian and international organizations, volunteered to host APRCP's Second Regional Conference in April 1999 (more information regarding this conference is available on the web site at <http://www.ens.gu.edu.au/ciep/APCPR.htm>). This Call for Proposals outlines the process to be used for selecting the host of APRCP's Third Regional Conference in 2000.

2. Purpose of Call for Proposals

The purpose of this Call for Proposals is to provide all organizations and countries in the Asia Pacific region with an opportunity to submit proposals to host APRCP's Third Regional Conference in 2000.

An informal approach was used to identify hosts of the first and second regional conferences. The leadership and volunteerism demonstrated by Thailand and Australia

¹ The First Asia Pacific Roundtable on Cleaner Production was fortunate to receive important support in the form of travel assistance for many participants from the U.S.-Asia Environmental Partnership (US-AEP), United Nations Environment Programme (UNEP), Danish Cooperation for Environment and Development (DANCED), Asian Productivity Organization (APO) and other assistance organizations.

greatly benefited the region as a whole. Their efforts have contributed substantially to APRCP's development as an important new non-profit, regional non-governmental organization.

Many countries in the region have expressed a growing interest in hosting future APRCP's regional conferences and other programs and activities. To ensure openness and an opportunity for all interested organizations to be considered, a more formal process has been developed for selecting the host of APRCP's Third Regional Conference.

All interested organizations are encouraged to submit a proposal to host APRCP's Third Regional Conference. To support development of proposals, a uniform format is provided through this Call for Proposals. It outlines the content requirements, a tentative schedule, budget requirements, proposal submittal details, review process and sources for obtaining any additional needed information.

3. Proposal Content

APRCP recognizes the challenges, difficulties and limitations of specifying details of a proposed conference, especially at its early stage of development. Lengthy or complex proposals are not necessary.

APRCP suggests that proposals be 4-5 pages. The proposal should address the following items:

A. Planning Team

- Contact information for lead and supporting organizations of conference
- Organizational qualifications and capabilities
- Identification of conference coordinator, including contact information
- Summary of past relevant experiences of coordinator and lead and supporting organizations
- Plans for use of a committee(s) to support planning activities

B. Dates and Venue

- Proposed conference dates
- Description of the proposed conference venue
- Summary of whether conference could be coordinated with another related conference, workshop, exposition or event

C. Program

- Proposed conference objectives and suggested themes
- Preliminary conference agenda and program
- Suggestions for potential keynote and plenary speakers
- Mechanisms to encourage interactive discussions and actively involve conference participants
- Potential optional study tours, facility visits or special workshops
- Willingness to provide meeting rooms for APRCP board and committee meetings

D. Outreach

- Summary of plan to 'call for speakers and moderators' and disseminate conference announcement brochure
- Ability and willingness to support marketing and advertising of conference
- Summary of system to register conference participants
- Plan for preparing and publishing conference proceedings

E. Budget

- Budget table, including potential funding sources
- Proposed conference participant registration fee
- Suggestions for financing partial travel costs for 40-60 participants
- Suggestions for (partial) deduction of registration fee or other incentives for APRCP members

F. Other

- Willingness to coordinate with APRCP Board of Directors and Secretariat in planning and implementing the conference
- Description of available hotel accommodations, including estimated daily tariff and proximity to conference venue
- Any additional plus points
- Assumptions, prerequisites, needs and limitations

The proposal's appendix should include the resume, curriculum vitae or bio data sheet of the proposed conference coordinator. Please include in the proposal's appendix any letters of support from governmental ministries, industry associations, academic institutions and/or non-governmental organizations. Also provide any additional background information in the appendix.

APRCP recognizes that it is the early stage of the planning process. Themes and issues resulting from APRCP's Second Regional Conference in Brisbane, Australia will be available at a later date to further define the Third Regional Conference's program. Applicants are encouraged to provide as much information and suggestions as possible on as many of the issues in categories A-F listed above.

4. Schedule

There is no preferred date established for APRCP's Third Regional Conference. Given that APRCP's Second Regional Conference is in April 1999, a suggested date would be between April 2000 and March 2001. Organizations developing proposals are invited to propose conference dates based on their organizational needs and considerations and to ensure coordination with other related regional events.

<i>Activity</i>	<i>Date</i>
Announce Call for Proposals	April 9, 1999
APRCP's Second Regional Conference	April 21-23, 1999
Deadline for Proposals	June 1, 1999
Recommendation of APRCP Program and Executive Committees Submitted to APRCP Board	July 15, 1999
APRCP Board Selects Host Organization	August 1, 1999
Planning Begins for Third Regional Conference	August 2, 1999
Preliminary Conference Agenda Submitted to APRCP Program Committee	January 1, 1999
Third Regional Conference Held	To Be Determined by APRCP Board and Host
Publication of Conference proceedings	60 days after conference adjourns

5. Budget

Prospective applicants are encouraged to develop proposals that provide the needed budgets to substantially cover anticipated conference related expenses. Proceeds from conference registration fees may be used to offset costs.

APRCP will provide limited support through its Secretariat offices. This support includes access to limited voluntary contributions of professional services and expertise from APRCP board members and committees, announcement and marketing through APRCP's membership newsletter, advertising through APRCP's membership network, and other advisory and support services.

To successfully sponsor its first and second regional conferences, APRCP has been fortunate to receive substantial support from various international assistance and donor organizations. While no commitments have been made to date or can be guaranteed, APRCP is committed to working closely with the selected host organization to solicit support from various organizations. It is hoped that international assistance could be secured to provide needed financial resources for travel support of some participants.

6. Submittal of Proposals

Proposals must be received by the APRCP interim Secretariat on or before close of business 1 June 1999.

Mail, fax or e-mail proposals to:

Mr. R.K. Tseng
APRCP Interim Secretariat
C/O Foundation of Taiwan Industry Service
41, Lane 198, Szewei Road, 2F, Suite 10
Taipei, Taiwan
Fax: 886-2-2325-3922
E-mail: ftiswm@m2.dj.net.tw

7. Review Process

The information provided in the proposals will assist APRCP's Board in determining the host of its Third Regional Conference. Final host selection will be determined based on consensus of the entire APRCP Board or by means of a voting process.

APRCP's Program and Executive Committees will review all proposals. The review will be based on the content of proposals, conference program ideas, financial information and other factors. The review process will also consider APRCP's desire to ensure broad geographical coverage of its program activities throughout the Asia Pacific region. APRCP's Program and Executive Committees will submit a recommendation to APRCP's Board of Directors for its consideration.

All applicants will be notified of the APRCP Board's decision.

8. For More Information

Organizations interested in developing a proposal to host APRCP's Third Regional Conference are welcome to contact APRCP's interim Secretariat or Program Committee Chair for more information.

Additional background information such as APRCP's Charter, APRCP's membership brochure and proceedings of APRCP's first regional conference is available from APRCP's interim Secretariat upon request.

To contact APRCP's interim Secretariat, please use the information provided in item # 6.

The APRCP Program Committee Chair is Ms. Jenny Tan. Her contact information is:

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